

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: January 24, 2020    Closing Date: February 3, 2020**

**SOCIAL WORKER**

**Criminal Division, Superior Court-Felony Trial Unit  
New Castle County**

**Job Responsibilities and Duties:** This Social Worker will provide professional social work services for expungements and pardons statewide. The position will report to the Criminal Division, Felony Trial Unit in New Castle County. This Social Worker assists Deputy Attorneys General and works directly with victims. Specific duties include notifying victims and witnesses of the criminal case status, court dates and results of hearings; interviewing victims/witnesses to ascertain case facts and identify individual needs; assisting with the prosecution of cases by educating the victims/witnesses about the criminal justice process and preparing them for trial; and making referrals through the use of community resources. This Social Worker will be responsible for all victim contact statewide for expungements and pardons.

**Minimum Qualifications:**

Bachelor's degree in a Human Services related field and two years of human services experience; **or**

Associate's degree in a Human Services related field and three years of experience as a VSS with DOJ

Knowledge of the criminal justice system

Ability to interview and counsel

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.**